



എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
(തൊഴിൽ - നിയമന മന്ത്രാലയം, ഭാരത സർക്കാർ)

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

क.स.बी.नि.
ESIC

EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Government of India)



सत्यमेव जयते

മോഡൽ & സൂപ്പർ സ്പെഷ്യാലിറ്റി ആശുപത്രി
ആശ്രമം, കൊല്ലം, കേരളം - 691 002

मॉडल एवं सुपर स्पेशलिटी अस्पताल
आश्रमम, कोल्लम, केरल - 691 002

MODEL & SUPER SPECIALITY HOSPITAL
ASRAMAM, KOLLAM, KERALA - 691 002

Ph:- 0474- 2742833, 2766616 (M.S)

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E-mail:- mh-asramam@esic.gov.in, ms-asramam.ke@esic.gov.in



आज़ादी का
अमृत महोत्सव

To,

1.Smt.Sandhyamol V R

Veliyanattu House

Karimkunnam P O 685586

Nellappara ,Idukki

Sir,

Sub: Action against unauthorized absence -Case of Smt Sandhyamol V R, Nursing Officer-Issue of Charge Sheet-reg

Sir,

Please find the enclosed sealed cover containing Charge Memorandum No. 542/C/13/13/MHA/2025/Admn (1387651) dtd 12/09/2025 .

You are requested to acknowledge the receipt of the above mentioned order within ten days of receipt of this letter. This is for strict compliance.

Encl; As above

Yours faithfully

Digitally signed by
PREMLAL K I

Medical Superintendent
Date: 13-09-2025
11:52:46



क.रा.बी.नि.
ESIC

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No.542/C/13/13/MHA/2025/Admn (1387651)

Dated : 12.09.2025

MEMORANDUM

It is proposed to hold an Inquiry against Smt. Sandhyamol V R, Nursing Officer (Level-7), ESIC Model & Super Speciality Hospital, Asramam, Kollam, Kerala under Regulation 12 & 13 and Second Schedule of the Employees' State Insurance Corporation (Staff and Conditions of Service) Regulations, 2023. The substance of the imputations of misconduct or misbehavior, in respect of which, the inquiry is proposed to be held is set out in the statement of article of charge (Annexure-I). A statement of imputations of misconduct and misbehavior in support of article of charge is enclosed (Annexure-II). A list of documents by which the article of charge and a list of witnesses by whom, the article of charge is proposed to be sustained are also enclosed (Annexures-III & IV) respectively.

2 Smt. Sandhyamol V R is directed to submit within 10 days of the receipt of the memorandum, a written statement of her defence and also to state whether he desires to be heard in person.

3. She is informed that an inquiry will be held only if the article of charge, is not admitted. She should, therefore, specifically admit or deny each of the Article of Charge.

4. Smt. Sandhyamol V R is further informed that if she does not submit his written statement of defence, on or before the date specified in para 2 above, or does not appear in person or otherwise, fails or refuses to comply with the provisions of Regulation 12 & 13 and Second Schedule of the Employees' State Insurance Corporation (Staff and Conditions of Service) Regulations, 2023 or the orders/directions issued in pursuance of the said Regulations, the inquiry authority may hold the inquiry against her, ex-parte.

5. Attention of Smt. Sandhyamol V R is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964 under which, no employee shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further her interests in respect matters pertaining to service under the Government. If any representation is received on her behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Smt. Sandhyamol V R is aware of such a representation and that it has been made at her instance and action will be taken against her for violation of Rule 20 of the CCS (Conduct) Rules, 1964, which are applicable to Corporation employees by virtue of Regulation 9(2) & 23 of the ESIC (Staff and Conditions of Service) Regulations, 2023.

6. The receipt of the Memorandum along with its enclosures may please be acknowledged.



Dr PREMLAL K I
MEDICAL SUPERINTENDENT

Smt Sandhyamol V R,

Nursing Officer, (Employee No. 109614)

ESIC Model and Super Specialty Hospital, Asramam, Kollam, Kerala - 691 002.

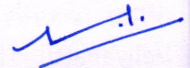
Copy to:-

1. The Medical Commissioner, ESIC, Hqrs. Office, Medical-VII/DPC Cell for information and necessary action.
2. The Regional Director, ESIC Regional Office, Thrissur, Kerala - 680 020 for information and necessary action.
3. The Deputy Director, , Vigilance Branch, Hqrs. Office
4. Guard file

ANNEXURE-I**STATEMENT OF ARTICLES OF CHARGE FRAMED AGAINST SMT. SANDHYAMOL V R, NURSING OFFICER, ESIC MODEL AND SUPER SPECIALITY HOSPITAL, ASRAMAM, KERALA.****Article of Charge-I**

Smt. Sandhyamol V R, Nursing Officer, ESIC Model and Super Specialty Hospital, Kollam while posted and working as Nursing Officer at ESIC Model and Super Specialty Hospital, Kollam has committed misconduct in as much as she in gross violation of Rule 25 of CCS (Leave) Rules, 1972 wilfully absented herself unauthorizedly with effect from 29.9.2023 to till date without prior permission of the higher authorities and without sanction of leave of any kind due to her.

By the aforesaid act, Smt. Sandhyamol V R has exhibited lack of devotion to duty and acted in a manner unbecoming to an employee of the Corporation employee and thereby, violated Rule 3(1) (i) (ii) & (iii) of the CCS (Conduct) Rules, 1964 read with Regulation 9(2) & 23 of ESIC (Staff & Conditions of Service) Regulations, 2023.

**Dr PREMLAL K I****MEDICAL SUPERINTENDENT**

ANNEXURE-II

STATEMENT OF IMPUTATION OF MISCONDUCT IN SUPPORT OF THE ARTICLES OF CHARGE FRAMED AGAINST SMT. SANDHYAMOL V R, NURSING OFFICER, ESIC MODEL & SUPER SPECIALTY HOSPITAL, KOLLAM KERALA.

That during the aforesaid period and while functioning in the aforesaid office, the said

1. Smt. Sandhyamol V R, Nursing Officer was on willful unauthorized absence from duty with effect from 29.09.2023 to till date without sanction of any kind of leave due to her from the competent authority.

2. Smt. Sandhyamol V R was issued with a Memorandum No. 542/C/13/13/MHA/ 2017(Adm) dated 13.12.2023 & 542/C/13/13/MHA/2017(Adm) dated 7.2.2024 was issued to Smt. Sandhyamol V R, Nursing Officer directing her to show cause why disciplinary action may not be initiated against her for her unauthorized absence from duty since 29.09.2023 and was sent to her available address as per office records by Post No. RL803403411IN & RL570290215IN respectively at Smt. Sandhyamol V R, Veliyanattu House, Karimkunnamp O, Nellappara, Idukki, 685586 and the memorandum dated 13.12.2023 was delivered on 18.12.2023.

3. As per Rule 7 of CCS (Leave) Rules, 1972:

Right to leave

(1) Leave cannot be claimed as of right.

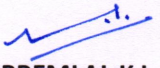
(2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.

And, as per GOI decision 4 under Rule 25 of CCS (Leave) Rules, 1972:

"....a Government servant who remains absent without any authority should be proceeded against immediately. In all such cases of unauthorized absence by a Government servant, he should be informed of the consequences of such absence and be directed to rejoin duty immediately/within a specified date, say within three days, failing which he would be liable of disciplinary action under CCS(CCA) Rules, 1965. If the Government servant does not join duty by stipulated date, the Disciplinary Authority should initiate disciplinary action against him..... "

4. Smt. Sandhyamol V R belongs to Nursing Cadre and her service is an essential service. Unauthorized absence of Nursing personnel leads to deficiency in providing medical care to the patients. Thus, by committing the above said misconduct, Smt. Sandhyamol V R, Nursing Officer (Level-7) has not

only caused hardships to the patients but also hampered the smooth functioning of the hospital. The said acts of omission and commission on the part of the said Smt. Sandhyamol V R are thus construed as a conduct unbecoming of a Corporation employee and also in defiance of Rule 7 of CCS (Leave) Rules, 1972.


Dr PREMLAL K I**MEDICAL SUPERINTENDENT**

ANNEXURE-III

LIST OF DOCUMENTS BY WHICH THE ARTICLE OF CHARGE FRAMED AGAINST SMT. SANDHYAMOL V R., NURSING OFFICER, ESIC MODEL & SUPER SPECIALTY HOSPITAL KOLLAM KERALA IS PROPOSED TO BE SUSTAINED.

1. Physical attendance record.
2. Unauthorized absence of Smt Sandhyamol V R reported by Smt Sreeja Anil ,Senior Nursing Officer,FS Post ward vide letter dtd 28.10.2023
3. ESIC Model & Super Speciality Hospital, Asramam Letter Dated 31.10.2023 issued under No.542/C/13/13/MHA/2017 (Adm) .
4. ESIC Model & Super Speciality Hospital, Asramam Memorandum Dated 13.12.2023 issued under No.542/C/13/13/MHA/2017(Adm)
5. ESIC Model & Super Speciality Hospital, Asramam Memorandum Dated 7.2.2024 issued under No.542/C/13/13/MHA/2017(Adm)
6. ESIC Model & Super Speciality Hospital, Asramam Letter No. 542/C/13/13/MHA/2023/Adm I/1476973/2024 dated 2.07.2024, & 542/A/11/11/MHA/09/Misc.Adm I/2337054/2025 dated 17.03.2025 respectively to Head Quarters Office reporting unauthorized absence cases

**Dr PREMLAL K I****MEDICAL SUPERINTENDENT**

ANNEXURE-IV

LIST OF WITNESSES BY WHOM THE ARTICLE OF CHARGE FRAMED AGAINST SMT,SANDHYAMOL V R NURSING OFFICER, ESIC MODEL & SUPER SPECIALTY HOSPITAL, KOLLAM ,KERALA IS PROPOSED TO BE SUSTAINED.

1. Smt Sreeja Anil, Senior Nursing Officer,FS Post ward,ESIC ESIC Model and Super Specialty Hospital, Kollam.
2. Dr. L Dhanasekaran, Medical Superintendent, the Medical Superintendent, ESIC Model and Super Specialty Hospital, Kollam.



Dr PREMLAL K I
MEDICAL SUPERINTENDENT